



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

September 12, 2017

8:30 a.m.

Howard Office Building
Sonny West Room

700 2nd Avenue South
Nashville, Tennessee 37210

MEMBERS PRESENT: Vice-Chairman R. Steve Corbitt, D. Billye Sanders, Jo Ann North, and Ethan Link.

MEMBERS ABSENT: Chairman William H. Farmer

OTHER MEMBERS PRESENT: Shannon B. Hall, Metro Human Resources Director; Nicki Eke, Metro Legal Department Attorney

Vice-Chairman Corbitt called the meeting to order and asked if there were any corrections or additions to the minutes of the last **Regular Meeting of August 8, 2017.** Hearing none, he asked for a motion. Commissioner North moved to accept the regular minutes. Seconded by Commissioner Link, and the Commission approved without objection.

Appeals Process: Nicki Eke read the memorandum pertaining to the Metropolitan Code of Laws 2.68.030 – pursuant to Ordinance BL2006-2050.

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>EMERGENCY COMMUNICATION CENTER</u>			
Crabtree, Brian K.	Emer Telecomm Manage	Promotion	07/15/17
Culwell, Joshua W.	Emer Telecomm Superv	Promotion	07/15/17

FINANCE

Kelley, Zachary A.	Finance Admin	Promotion	08/14/17
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FIRE

Pleasant, Joseph W.	Admin Svcs Mgr	New Hire	08/01/17
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GENERAL SERVICES

McMurtry, Matthew T.	Automotive Mechanic	New Hire	08/14/17
Lyons, James S.	Service Writer	Promotion	07/31/17
Nicol, Kathryn I.	Service Writer	New Hire	08/14/17
Spangle, Wesley A.	Service Writer	Promotion	07/31/17
Vinson II, Barry T.	Service Writer	New Hire	08/14/17

HISTORICAL COMMISSION

*Davis, Briana J.	Admin Asst	Department Transfer/ Transition - Civil Service	08/21/17
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*Department Transfer from MAC (Program Asst) to Historical Commission (Admin Asst)

INFORMATION TECHNOLOGY SERVICES

Ammerman, Rhonda L.	Info Systems Asst Dir	New Hire	08/21/17
Reese, Ayanna G.	Information Sys Oper Analyst 2	Promotion	07/29/17

JUVENILE COURT

Edwards, Robert B.	Probation Officer 3	Promotion	07/24/17
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PARKS

Hough, Carly M.	Facility Coord	Promotion	07/28/17
Huffaker, Bradley S.	Maintenance & Repair Worker	New Hire	08/21/17
*Bruggeman Jr, Joseph W.	Skilled Craft Worker 2	Department Transfer/ Voluntary Reduction in Grade	08/14/17

*Department Transfer from General Services (Master Tech, TG13) to Parks (Skilled Craft Worker 2, TG10)

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Carter, Dewayne	Police Operations Asst 1	New Hire	08/16/17
*Patterson, Mark D.	Police Security Guard 1	Department Transfer/Class Change	07/17/17
*Department Transfer from Parks (M&R Wkr Sr, TG7) to Police (Police Security Guard, ST6)			
<u>PUBLIC LIBRARY</u>			
Fatah, Diary I.	Circulation Asst 1	Re-hire	08/14/17
*Lewis, Samantha D.	Circulation Asst 1	Transition - Civil Service	08/14/17
Bryson, Shelly	Library Assoc 1	Promotion	08/14/17
Laird, Emily S.	Library Assoc 1	New Hire	07/31/17
Medlin, Luther C.	Maint & Repair Worker Sr	New Hire	08/14/17
*Transition to CS from PT Status			
<u>PUBLIC WORKS</u>			
Doyle, Devin P.	Engineer Manager	Promotion	08/14/17
<u>SHERIFF</u>			
*Abdullah, Najeeb A.	Correctional Officer 1	Class Change	08/16/17
*Antwi Jr, Ernest K.	Correctional Officer 1	Class Change	08/16/17
*Bridgeforth, Shayna M.	Correctional Officer 1	Class Change	08/16/17
*Brown, Jennifer E.	Correctional Officer 1	Class Change	08/16/17
*Chambers Jr, Antonio D.	Correctional Officer 1	Class Change	08/16/17
*Garcia, Gabriel	Correctional Officer 1	Class Change	08/16/17
*Garcia, Tessa A.	Correctional Officer 1	Class Change	08/16/17
*Gillaspie, Joseph K.	Correctional Officer 1	Class Change	08/16/17
*Gima, Gilbert J. D.	Correctional Officer 1	Class Change	08/16/17
*Guyett, Brian R.	Correctional Officer 1	Class Change	08/16/17
*Lane, Jennifer I.	Correctional Officer 1	Class Change	08/16/17
*Lee, Caleb D.	Correctional Officer 1	Class Change	08/16/17
*Mulligan, Brian	Correctional Officer 1	Class Change	08/16/17
*Murray, Matthew	Correctional Officer 1	Class Change	08/16/17
*Radcliff, Khadijah R.	Correctional Officer 1	Class Change	08/16/17
*Sands, Darius J.	Correctional Officer 1	Class Change	08/16/17
*Santiago, Gabriel M.	Correctional Officer 1	Class Change	08/16/17
*Singh, Andrew S.	Correctional Officer 1	Class Change	08/16/17
*Spohn, Kimberleigh A.	Correctional Officer 1	Class Change	08/16/17
*Warnsley, Cameron M.	Correctional Officer 1	Class Change	08/16/17
*Woodworth, Elizabeth K.	Correctional Officer 1	Class Change	08/16/17
Bolton, Misty M.	Correctional Officer 2	Promotion	08/20/17
Eichstaedt, Brian K.	Correctional Officer 2	Promotion	08/20/17
Hendry IV, James E.	Correctional Officer 2	Promotion	08/20/17
Smith, Annalisa N.	Correctional Officer 2	Promotion	08/20/17
Webb, Justin L.	Correctional Officer 2	Promotion	08/20/17

*Class Change from Correctional Officer Trainee to Correctional Officer 1

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Carter, Seth E.	Customer Service Field Rep	Re-hire	07/29/17
Hopton, Daniel N.	Customer Service Field Rep	New Hire	07/29/17
Erves, Donald C.	Engineer Technician Senior	New Hire	07/29/17
Deardorff, Daniel Ray	Equipment Operator Senior	Promotion	07/29/17
Hamilton, Donovan T.	Equipment Operator Senior	Promotion	08/12/17
Herman Jr, Larry R.	Equipment Operator Senior	Promotion	08/12/17
McKissack Sr, Antonio D.	Indust Maint Supv 2	Promotion	08/12/17
Jackson, Howard Y.	Office Support Spec 2	Re-hire	07/29/17
Wray, Paul A.	Technical Specialist 2	Promotion	08/12/17
Gutman, Brenda M.	Treatment Plant Tech 1	New Hire	07/29/17
Jobe III, Mose Allen	Treatment Plant Tech 1	Re-hire	07/29/17

MOTION: After some discussion, Commissioner North moved for approval of the appointments as listed. Commissioner Sanders seconded, and the Commission approved without objection.

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Camacho, Mariaela A.	Emer Telecomm Off 1	Resignation	ECC	07/20/17
Ezernack, Jaime L.	Emer Telecomm Off 1	Resignation	ECC	07/27/17
Whiting, Sandra	Emer Telecomm Off 1	Resignation	ECC	08/10/17
Sturges, Tamara D.	Technical Specialist 1	Resignation	Finance	08/04/17
Balch, Lewis D.	Fire Engineer	Pension	Fire	07/27/17
Holland, Charles F.	Fire Engineer	Pension	Fire	07/18/17
Houston, Daryl K.	Fire Fighter/Paramedic	Pension	Fire	08/06/17
Sullivan, Gregory S.	Paramedic 2	Resignation	Fire	08/11/17
Williamson, Sara K.	Paramedic 2	Resignation	Fire	07/30/17
Reid, Tyler M.	Application Tech 2	Resignation	General Services	08/04/17
Sturgill, Harley J.	Equip Mechanic	Resignation	General Services	08/11/17
Ogren, Yvonne L.	Admin Asst	Pension	Historical Commission	08/11/17
Whitehead, Karin A.	Application Tech 3	Pension	Human Resources	07/28/17
Van Bavel, Michael W.	Info Systems Div Mgr	Resignation	ITS	07/28/17
Conner, Jessica M.	Office Support Rep 3	Resignation	Juvenile Court	07/28/17
Nielsen, Janet L.	Probation Officer 3	Pension	Juvenile Court	07/21/17
McMicken, David S.	Bldg Maint Lead Mechanic	Dismissal	Parks	07/28/17
Dennison, Shain T.	Special Projects Mgr	Pension	Parks	07/31/17
Calhoun II, Andrew John	Crime Lab Forensic Tech	Resignation	Police	08/02/17
Stewart, Ricky J.	Police Officer 1	Resignation	Police	08/01/17
Harvey, Eric L.	Police Officer 2	Resignation	Police	08/09/17
Moses, Devery T.	Police Officer 2	Pension	Police	07/31/17
Motte, Daniel R.	Police Officer 2	Resignation	Police	07/27/17
Stambaugh, Clyde	Police Officer 2	Dismissal	Police	10/12/16
Williams, Joe A.	Police Officer 2	Pension	Police	07/22/17
Reeves, Lisa D.	Police Operations Coord 2	Pension	Police	07/31/17
Smith, Andrea M.	Police Operations Coord 2	Resignation	Police	07/19/17
Castillow Jr., Roy Frambers	Police Security Guard 1	Dismissal	Police	07/19/17
Moore Jr, Julian W.	Police Sergeant	Pension	Police	08/09/17
Seda, Peter J. E.	Circulation Asst 1	Resignation	Public Library	08/04/17
Lynch, Chase P.	Equipment Operator	Resignation	Public Works	07/25/17
Hall, Kerry D.	Maint & Repair Worker	Dismissal	Public Works	08/10/17

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Kelly, Markeese A.	Maint & Repair Worker	Resignation	Public Works	07/19/17
McKissack, Sean E.	Maint & Repair Worker	Resignation	Public Works	07/28/17
Stanley, Douglas W.	Maint & Repair Worker	Dismissal	Public Works	08/10/17
Swann, Simeon S.	Maint & Repair Worker	Resignation	Public Works	07/27/17
Baker, James D.	Correctional Officer 1	Resignation	Sheriff	08/11/17
Flanagan, Elijah Y.	Correctional Officer 1	Resignation	Sheriff	07/21/17
Cogdill, Robert W.	Correctional Officer Sergeant	Pension	Sheriff	07/30/17
Lawrence, John R.	Treatment Plant Tech 3	Resignation	Water Services	08/11/17
Gupton, Chad E.	Water Maintenance Tech Sr	Resignation	Water Services	08/04/17

MOTION: After some discussion, Commissioner North moved to accept the Termination/Pension report for the dates and reasons stated. Seconded by Commissioner Sanders, and the Commission approved without objection.

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
Maintenance & Repair Worker Sr - Operations & Grounds	Public Library	20	Open	08/02/17	E
Crime Lab Evidence Receiving Technician	Police	327	Cont	8/03/201	E
Program Specialist 2 - Library Services for the Deaf	Public Library	13	Open	08/04/17	E
Finance Administrator - Special Asst to the Director	Finance	1	Dept	08/08/17	E
Correctional Officer 2	Sheriff's Office	35	Dept	08/09/17	E
Office Support Rep 3 - Juvenile Court	Juvenile Court	128	Open	08/10/17	A
Administrative Assistant - Historical	Historical Commission	145	Open	08/11/17	E
Equipment Operator Senior - Roads	Public Works	37	Open	08/11/17	A
Correctional Officer Lieutenant	Sheriff's Office	5	Dept	08/14/17	E
Correctional Officer Sergeant	Sheriff's Office	28	Dept	08/14/17	E
Adm Services Officer 3 - Helicopter Mechanic	Police	18	Open	08/15/17	E
Automotive Mechanic	General Services	8	Cont	08/15/17	E
Mechanical/Gas Inspector 1	Codes	34	Cont	08/16/17	E
Police Operations Coordinator 1 - CID/Pawn	Police	1	Dept	08/18/17	A
Equipment Operator Senior - Waste	Public Works	26	Open	08/21/17	A
IS Operations Technician 1	ITS	87	Cont	08/22/17	E
Treatment Plant Manager	Water Services	5	Dept	08/22/17	E
Application Technician 2 - Payroll	Finance	58	Open	08/22/17	A
Police Operations Coordinator 2 - Central Investigations	Police	8	Dept	08/23/17	E
Building Inspector 1	Codes	120	Cont	08/24/17	E
Recreation Leader - Aquatics	Parks	16	Open	08/25/17	E
Custodian	Parks	34	Cont	08/25/17	E
Police Operations Coordinator 1 - HR	Police	9	Dept	08/28/17	E
Recycling Coordinator	Public Works	11	Open	08/28/17	E
Correctional Officer Trainee	Sheriff's Office	11	Cont	08/28/17	E
IS Advisor 1 - Server	ITS	8	Open	08/29/17	A
IS Advisor 1 - Communications Technology	ITS	1	Dept	08/29/17	A
IS Advisor 1 - Communications Leader	ITS	7	Open	08/29/17	A
IS Media Technician 1 - PEG	ITS	50	Open	08/29/17	A

MOTION: After some discussion, Commissioner North moved to approve the register report. Seconded by Commissioner Sanders, and the Commission approved without objection.

DEPARTMENTAL ITEMS**FINANCE****(1: Leave from Civil Service Status for Talia Lomax-O'dneal**

Deputy Director Kim McDoniel, Administrative Services Manager Kimberly Northern, and Human Resources Analyst Brian Ward were present before the Commission to discuss the request.

MOTION: After some discussion, Commissioner Sanders moved to approve the request for a Leave from Civil Service. Seconded by Commissioner Link, and the Commission approved without objection.

(2: Leave from Civil Service Status for Diane Treadway

Deputy Director Kim McDoniel, Administrative Services Manager Kimberly Northern, and Human Resources Analyst Brian Ward remained before the Commission to discuss the request.

MOTION: After some discussion, Commissioner Sanders moved to approve the request for a Leave from Civil Service. Seconded by Commissioner Link, and the Commission approved without objection.

SHERIFF**(3: Leave from Civil Service Status for Dani Coon**

Human Resources Manager Evin Baylis and Human Resources Analyst Brian Ward were present before the Commission to discuss the request.

MOTION: After some discussion, Commissioner Sanders moved to approve the request for a Leave from Civil Service. Seconded by Commissioner Link, and the Commission approved without objection.

(4: Leave from Civil Service Status for Constance Mackey

Human Resources Manager Evin Baylis and Human Resources Analyst Brian Ward remained before the Commission to discuss the request.

MOTION: After some discussion, Commissioner Sanders moved to approve the request for a Leave from Civil Service. Seconded by Commissioner North, and the Commission approved without objection.

HUMAN RESOURCES

Human Resources Director, Shannon B. Hall, submits the following for the Commission's consideration and appropriate action:

(5: Appeal of Medical Disqualification: HA, Fire Recruit Applicant

Applicant HA, Human Resources Manager Jamie Summers, and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended denial of the appeal.

MOTION: After some discussion, Commissioner North moved to defer the appeal to the December Civil Service Commission Meeting. Seconded by Commissioner Link, and the Commission approved without objection.

(6: Appeal of Medical Disqualification: MH, Fire Recruit Applicant

ACTION: This item was withdrawn at the request of the applicant.

(7: Appeal of Medical Disqualification: KP, Fire Recruit Applicant

Applicant KP and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended denial of the appeal.

MOTION: After some discussion, Commissioner North moved to defer the appeal to the December Civil Service Commission Meeting. Seconded by Commissioner Link, and the Commission approved without objection.

(8: Appeal of Medical Disqualification: KT, Fire Recruit Applicant

Applicant KT, Human Resources Manager Jamie Summers, and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended denial of the appeal.

Dr. Wright stated NFPA Guideline 1582 requires five (5) years of time to pass after arthroscopic surgery with no flare-ups or complications, and the applicant has not met that requirement.

The applicant stated four (4) years have passed with no flare-ups or complications after surgery to remove scar tissue, and the applicant is currently a police officer with the Lebanon Police Department. The applicant also supplied a recommendation letter dated September 1, 2017 supporting the applicant's statement from the surgeon who performed the arthroscopic surgery and another recommendation letter from the training coordinator at the Lebanon Police Department Training Academy.

Commissioner Sanders asked what was the conclusion of the physical examination made by the Civil Service Medical Examiner's Office.

Dr. Wright stated the applicant had full range of motion and grossly abnormal strength, but did not meet the NFPA Recommended Guidelines. He further clarified that in his role he cannot support a waiver, but would not be opposed if the Civil Service Commission decided to grant a waiver.

Commissioner Sanders asked Dr. Wright's opinion if the applicant would be a risk to oneself or the community if the waiver was approved.

Dr. Wright stated he did not think so, but even if the applicant met the five (5) year requirement, he could not say it with certainty. Even if it was an applicant who had not had an issue, an applicant could have an issue. He further stated he could not say that the applicant was at any more risk than an applicant who had not had an issue.

MOTION: After some discussion, Commissioner Sanders moved to approve the appeal and grant the applicant a medical waiver. Seconded by Commissioner North, and the Commission approved without objection.

(9: Appeal of Medical Disqualification: MW, Fire Recruit Applicant

Applicant MW, Human Resources Manager Jamie Summers, and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended denial of the appeal.

MOTION: *After some discussion, Commissioner North moved to defer the appeal to the December Civil Service Commission Meeting. Seconded by Commissioner Sanders, and the Commission approved without objection.*

(10: Appeal of Medical Disqualification: EG, Applicant for Police Officer Trainee

Applicant EG and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended denial of the appeal.

MOTION: *After some discussion, Commissioner Sanders moved to defer the appeal to the October Civil Service Commission Meeting. Seconded by Commissioner Link, and the Commission approved without objection.*

(11: Appeal of Medical Disqualification: JH, Applicant for Police Officer Trainee

Applicant JH and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal.

MOTION: *After some discussion, Commissioner Link moved to deny the appeal. Seconded by Commissioner North, and the Commission approved without objection.*

(12: Appeal of Medical Disqualification: DL, Applicant for Police Officer Trainee

Applicant DL and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended denial of the appeal.

MOTION: *After some discussion, Commissioner Sanders moved to defer the appeal to the October Civil Service Commission Meeting. Seconded by Commissioner North, and the Commission approved without objection.*

(13: Appeal of Medical Disqualification: BR, Applicant for Police Officer Trainee

Human Resources Analyst Seth Waltenbaugh and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended denial of the appeal.

MOTION: *After some discussion, Commissioner North moved to deny the appeal. Seconded by Commissioner Link, and the Commission approved without objection.*

(14: Appeal of Medical Disqualification: DS, Applicant for Police Officer Trainee

ACTION: *This item was withdrawn at the request of the Civil Service Medical Examiner because the applicant has met the applicable standards for admittance into the Training Academy without the need for a waiver.*

(15: Implementation and Administration of CS Rule and Policy 4.20 – Paid Family Leave

Human Resources Analyst Les Bowron was present before the Commission to discuss the Mayor's Executive Order #038, and Human Resources Director Shannon B. Hall addressed the Commission.

Questions have arisen within several Metro departments concerning the implementation of the new Paid Family Leave Rule and Policy. Specifically, HR Coordinators have asked how to apply the new policy to FMLA leave issues that arose prior to July 11, 2017, the date the Commission adopted the new Rule and Policy. The intent for the implementation and administration of the Commission's policy has been clearly set forth in Mayor Barry's Executive Order 38. With the Commission's approval and support, Human Resources requests to implement and administer CS Rule and Policy 4.20 consistent with Executive Order 38.

Commissioner Sanders asked, to clarify, whether people have wanted to take benefit of this policy prior to its effective date.

Director Hall said correct, and further stated she did not believe it was the intent of the Civil Service Commission, Mayor Barry, or Metro Departments to prevent an employee whose qualifying dependent has a serious health condition that predates July 11, 2017 from being excluded from utilizing this leave going forward.

Commissioner Sanders asked when would an employee in that situation be eligible.

Director Hall stated there is no waiting period. They would be eligible to take leave as of July 11, 2017 if they had an FMLA event that was a serious health condition as defined by FMLA and a dependent as defined by FMLA.

Commissioner Sanders asked, with respect to pregnancy, if the baby is born before July 11, does that mean they cannot take advantage of this leave.

Director Hall replied that under this interpretation they cannot, and that intent is outlined in Mayor Barry's Executive Order 38. Given that Mayor Barry is the one who asked the Commission to consider this benefit, it is reasonable that the Commission consider the intent on implementation outlined in the executive order.

Commissioner Link asked if in the drafting and implementation of this item whether the relevant employee unions had been consulted.

Director Hall replied yes.

Vice Chairman Corbitt asked if there were any additional questions.

MOTION: Hearing none, Commissioner North moved to approve and support the request to implement and administer the rule and policy in accordance with the Mayor's Executive Order #038. Seconded by Commissioner Sanders, and the Commission approved without objection.

(16: Civil Service Policy changes request – 2.12-I Metro Driver Safety Standards - Vision

Chief Damian Huggins, Civil Service Medical Examiner Gill Wright, and Human Resources Analyst Seth Waltenbaugh were present before the Commission to discuss the proposed policy changes which included administering an additional color vision test, the HRR 4th Edition, and clarification on how test results will be interpreted.

MOTION: After some discussion, Commissioner Link moved to approve the policy changes. Seconded by Commissioner North, and the Commission approved without objection.

(17: Civil Service Policy changes request – 6.1 Substance Abuse Policy

Human Resources Manager Stephen Cain was present before the Commission to discuss the proposed policy changes.

MOTION: After some discussion, Commissioner North moved to defer the policy changes to the October Civil Service Commission Meeting in order to incorporate additional changes advised by Legal Counsel. Seconded by Commissioner Link, and the Commission approved without objection.

(18: Job Description Revisions requested by the Nashville Fire Department

Human Resources Analyst Brian Ward was present before the Commission to discuss the proposed job description changes in order to meet the Administrative Employee Exemption of the Fair Labor Standards Act (FLSA).

MOTION: *After some discussion, Commissioner North moved to approve the job description changes. Seconded by Commissioner Sanders, and the Commission approved without objection.*

(19: Job Description Revisions requested by the Nashville Police Department

Police Captain Harmon Hunsicker, Crime Lab Business Manager Heather Watson, and Human Resources Analyst Brian Ward were present before the Commission to discuss the proposed job description changes in order to bring the job descriptions in line with the qualification requirements and federal and lab guidelines for each position.

1st MOTION: *After some discussion, Commissioner North moved to approve the job description revisions for Crime Lab Assistant Director. Seconded by Commissioner Link, and the Commission approved without objection.*

2nd MOTION: *After some discussion, Commissioner North moved to approve the job description revisions for Crime Lab Director. Seconded by Commissioner Link, and the Commission approved without objection.*

3rd MOTION: *After some discussion, Commissioner North moved to approve the job description for revisions for Crime Lab Forensic Supervisor. Seconded by Commissioner Link, and the Commission approved without objection.*

4th MOTION: *After some discussion, Commissioner North moved to approve the remaining job description revisions. Seconded by Commissioner Sanders, and the Commission approved without objection.*

(20: Requesting approval to conduct a Benefit Board Election for Fire Department employee representative on October 24, 2017

Human Resources Analyst Seth Waltenbaugh was present before the Commission.

MOTION: *After some discussion, Commissioner North moved to approve the election to be held October 24, 2017. Seconded by Commissioner Link, and the Commission approved without objection.*

(21: Administrative Law Judge Hearing Calendar

The calendar refers to appeals submitted by Metro employees. As changes occur, updates are made each month in conjunction with the assigned Attorneys at Metro Legal. A copy is then forwarded to the State Administrative Procedures Division wherein the State provides a copy for each Judge to evaluate their case.

ACTION: *This was for a report only.*

(22: Human Resources Updates

As part of a greater effort toward a more diverse and inclusive workforce and workplace, HR staff facilitated Metro employees' completion of a confidential workplace culture survey and assessment, which included interviews with department heads, hiring managers, and HR coordinators. The survey was completed in mid-August and we look forward to results which will show us some opportunities. We appreciated the support of the Mayor's Office in helping spearhead the effort.

Over the course of 2015 and 2016, HR staff participated in an investigation by the Department of Justice Civil Rights Division of the employment practices in Metro Government Police and Fire Departments. As a result, the DOJ could find no pattern or practice of discrimination in the hiring processes of those departments, and closed the case in August 2017.

ACTION: *This was for a report only.*

(23: Communiqués from the public on pending hearings

There were none.

LATE ITEM:

(1: Appeal of Medical Disqualification: TS, Applicant for Police Officer Trainee

Applicant TS and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal.

MOTION: After some discussion, Commissioner North moved to deny the appeal. Seconded by Commissioner Sanders, and the Commission approved without objection.

With nothing further, the regular meeting adjourned at 10:19 a.m.

ATTEST:

APPROVED:

**Shannon B. Hall, Director
Secretary to the Commission**

**R. Steve Corbitt, Vice-Chairman
Civil Service Commission**